MUSIC DEPARTMENT DEGREE RECITAL CHECKLIST

Your Recital Date: __________________________
Your Jury Date & Time: __________________________

1) Accompanist and Stage Manager: Students are encouraged to clear the proposed recital date with their accompanist and arrange for their own stage manager and pager turner ahead of time.
   Accompanist Guidelines: Handbook for Music Majors, section 4.8

2) Schedule your recital date: Degree recitals must be scheduled no later than the add/drop period of the quarter prior to the performance quarter. Note: Your jury date and time are assigned by the Music Resource Center at the time you schedule your recital date. Contact the Music Resource Center (MB2047) or request a recital date and time on-line at: http://www.csueastbay.edu/music-recitals

3) Schedule your dress rehearsal: Dress rehearsals in the Recital Hall (MB1055) are scheduled with the Music Resource Center and are subject to room availability and the limitations below:
   Undergraduate, non-piano: One (1), 1-hour dress (or two half-hour)
   Undergraduate piano and all Graduate: Two (2), 1-hour dress (or Four half-hour)

3) Prepare your printed program: Students prepare their own degree recital programs which must be complete, accurate, and print ready. This will be covered in the Recital Class. Use the recital program template and style sheet found at: http://www.csueastbay.edu/music-recitals

4) Send your complete program in electronic format using the provided template to the Music Resource Center (mrc@csueastbay.edu) prior to or the day of your scheduled jury. This is the document from which the Music Resource Center will run copies for audience and department records.

5) Jury: Your jury date and time are pre-assigned by the Music Resource Center to be as close to 5 weeks prior to your performance date as possible. Bring with you to your jury:
   - Three (3) printed copies of your complete program (print ready) Voice recitalists are required to also bring three (3) copies of print ready translations
   - One (1) Jury Approval Form for Degree Recitals. Download jury form from the Current Students page on the Department website.

6) Printed Programs & Access to Performance Location: Pick up your printed programs and a key to the performance location from Locker #4. The combination to this locker will be sent to you prior to your recital date.

7) Room Terms of Use: No food or drink is allowed in the performance room at any time. Recitalists are expected to leave the performance room locked and clean. Return the key to locker #4 immediately following your recital.

8) Parking: Weekend parking after 5 p.m. on Fridays through 11:59 pm on Sundays is free.

9) Obtain a Recording of Your Recital: All degree recitals are routinely recorded automatically and are available from Matt Payne (MB 1525) following your recital. Bring a flash drive with at least 2GB of space.

Emergencies and security issues on the day of your recital: Call University Police (510) 885-3791

Music Department Recital Scheduling
(510) 885-3167—Music Resource Center, MB2047
music.csueastbay.edu/recitals.php